

St Luke's C. of E. Primary School Parent Council
Minutes of the Meeting held 04.07.25
Attending:

Staff:

Dan Bates (Deputy Headteacher & SENDCo)
Hannah Jones (Office Admin)

Parents:

Sarah Mehanna - (Class rep Yr R) (Class rep Yr 1) Carmen Lara - (Class rep Yr 2) Anna Dobson - (Class rep Yr 3) Cathy Wigley - (Class rep Yr 4) (Class rep Yr 5) (Class rep Yr 6)	(Line parent Yr R) (Line parent Yr 1) (Line parent Yr 2) (Line parent Yr 3) (Line parent Yr 4) (Line parent Yr 5) (Line parent Yr 6) Gemma Chatfield - Co-Chair PFA Fiona Woolger - Co-Chair PFA
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Agenda:

1. Matters arising from previous meeting Mar 2025
2. Feedback from Summer Fair
3. Record of Achievement feedback reminder
4. Attendance policy
5. Residential journeys
6. Staffing update for September - meet the teacher
7. Yr 1 transition
8. Items from class reps
9. A.O.B

1. WELCOME & INTRODUCTION

- 1.1. Mr Bates welcomed the parents to the Parent Council meeting.

2. Matters arising

- 2.1. KS1 equipment list will be shared with parents via ParentMail

Action: Mr Bates to ensure that equipment list is shared after 'Meet the teacher sessions

on Tuesday 8th July' - Equipment list has been shared via email and newsletter week commencing 20th October 2025

3. Feedback from Summer Fair

- 3.1. From the school's perspective it was brilliant and a lovely atmosphere. A great success.
- 3.2. From a standing start, Fiona and Gemma did a fantastic job and it was a great day.
- 3.3. Could there be room to move it a bit earlier to avoid it being so blisteringly hot.
- 3.4. Feedback from the chairs: new events coming, bingo night, race night, movie night for the children. KS2 production bar is all sorted, KS1 parents have volunteered to cover the staff.
- 3.5. Positive feedback from parents across the year groups. More gazebos would be ideal but there are possibilities from outside sources and parents are happy to source also.
- 3.6. £3100 was raised from the day.

4. FEEDBACK FROM ROA

- 4.1. Reminder to parents to complete the feedback form, there are front row KS2 production seats on offer as a prize, or JL voucher if it's a KS1 parent.
- 4.2. Parents liked how detailed and thorough the ROAs are.

5. ATTENDANCE POLICY

- 5.1. We are introducing fines for term time holidays; many other schools have been doing this for a while and we have held off but there is an increase in the number of term-time holidays being taken.
- 5.2. Neither the school nor the local authority gain any money from the fines - it costs the LA more to administer than they recoup from the fines.
- 5.3. Parent asked if there is any way of restructuring the holidays? DB replied this is not something the school can do and there have always been talk about restructuring from the local authority but it would be countrywide. Consultation on a two week half term in October was rejected by the majority of primary schools in the local authority so Kingston will continue with one week.
- 5.4. Parents felt that most parents were aware that fines were a possibility and were waiting for the fines to come in. Therefore, it is not a surprise for most parents.
- 5.5. Parent asked if there is any way of collaborating with the school so that the child can take work with them so as to reduce work missed? No. The teachers wouldn't be able to set work - the teachers are paid to teach children in school, not at home. If a parent takes a child out of school they are effectively removing them from education.
- 5.6. Are there any further implications to receiving the fines/taking a child out of school?
No further action other than the usual pathway if the child's attendance falls below 90% the EWO is then involved.

6. RESIDENTIAL JOURNEYS

- 6.1. These happen every year so it is just to reiterate when the residential journeys. Two during their time in school; Year 5 go to Hindleap Warren on 22-26 September. Year 4 go to Sayers Croft in November. Sayers Croft has some curriculum overlap but Hindleap is much more team-building, outward bound adventure. It is very good for children's independence and is often the highlight of the children's time at St Luke's. Children who don't attend have to be in school and they are left with work to complete - they will either be in the year above or below to complete the work.

- 6.2. Parent noted that Year 4 is a really good time as they are starting to push more into their own independence.
- 6.3. From a school's perspective they are a superb time for children to grow in their confidence and independence.

7. STAFFING UPDATES

- 7.1 Mrs Haworth will be back in September - but this means we will be saying goodbye to Miss Smith as she has been covering the maternity leave. We will be very sad to see her going.
- 7.2 Mrs Kadar will be back in the last week of term and then in September. It will be great to have her back.
Jade in the Nursery has completed her apprenticeship and will be moving on to her next adventure.
Mrs Hookham will also be leaving to take up a full time position in West Wimbledon. We will be very sorry to see her go.

8. YEAR 1 TRANSITION

Parents are nervous of the jump from Reception to Year 1; we do the change quite gradually, we are aware it can feel like a jump to some parents and we build in more free-flow time especially in the afternoons during the autumn term. Please reassure other parents that the school is working hard to ensure a smooth transition.

9. ITEMS FROM CLASS REPS

Parents from Year 3 expressed gratitude about the number of sports opportunities that are available for all children, not just the very sport ones.

School dinner booking - Parents suggested that it would be good to be able to book a whole term in one go. It is currently possible to book a half term in advance.

After-school football club - Some ambiguity about what should be worn. Parents felt that school says they should be wearing school PE kit but some external providers say they can wear football strips. Need to clarify for both parents and club leaders (BMM)

Action: Mr Bates and school office to clarify what the policy is for September clubs. This was clarified in an email sent to parents dated 05/09/2025 and the club providers have also been notified.

10. A.O.B.

Question for a parent about whether suncream lasts for the duration of the school day, especially during the very hot spell we have had. School policy is that staff will not be applying suncream to children for safeguarding reasons. Other parents noted that there are long acting suncreams freely available and they have improved so much over the years that this should not be an issue.

One parent questioned if there is any way of having more shade in the playground? Temporary shades etc? The parent will email the office with a better description of what she is thinking of.

Feedback on the Open afternoon - Parents felt it was really lovely - parents enjoyed seeing the children's work and the school. It can be quite some extra work but glad it's appreciated!